

**Minutes of Ordinary Meeting the Trustees of the
Educational Foundation of Abigail Bailey and Ann Levett
on Monday 22nd October 2018 18:30 Village Hall**

Participating:

Melvyn Wooding (Chair), Raymond Dyer, Andrew Seaman, Arthur Wright ,Peggy Deards, Sharen Hegarty (Trustees)

Adrian Dale (Clerk)

2018.39 Welcome from the Chairman

The Chairman welcomed everyone to the meeting.

2018.40 To approve the minutes of Ordinary and Electronic Meetings.

- **Ordinary Meeting - [30th May 2018](#)**
- **Electronic Correspondence - [1st July 2018](#)**
- **Electronic Correspondence - [1st August 2018](#)**
- **Electronic Correspondence - [1st September 2018](#)**
- **Electronic Correspondence - [1st October 2018](#)**

It was unanimously **RESOLVED** to that these minutes be approved and published.

2018.41 To review the finances of the Foundation

(a) The Clerk presented the 22nd October financial position

Village Hall Operating Income	£11,542.23
VH Hall Hire	£11,275.73
VH Pre-payment	£266.50
VH Deposits	£0.00
VH Equipment hire	£0.00
VH Services	£0.00
School House Income	£9,789.04
SH Rent	£9,789.04
SH Other Income	£0.00
Foundation Income	£4,528.23
EF Grants	£4,528.23
EF Interest Received	£0.00
Total Income	£25,859.50

Village Hall Operating Expenditure	(£9,354.38)
VH Insurance	(£1,419.55)
VH Caretaker	(£2,572.54)
VH Supplies	(£419.81)
VH Utilities	(£1,642.72)
VH Licences	(£189.90)
VH Maintenance	(£2,009.17)
PayPal Fees	(£184.37)
VH Equipment	(£916.32)
Project Expenditure	(£8,608.72)
SH Projects	£0.00
VH Projects	(£8,608.72)
School House Operating Expenditure	(£3,057.56)
SH Insurance	(£623.18)
SH Caretaker	(£357.63)
SH Maintenance	(£1,912.44)
SH Management	(£164.31)
Foundation Expenditure	(£4,655.40)
EF Account xfer	£0.00
EF Administration	(£55.40)
EF Loan Interest	(£77.66)
EF Loan Repayment	(£4,522.34)
Total Expenditure	(£25,676.06)
Total Income less Total Expenditure	£183.44

Notes:

- The pre-payments of £226.50 relate to events from October 22nd until year end.
- However, there are £608.50 of un-invoiced hires for October. This will be invoiced at the end of December (quarterly invoicing for regular hirers).
- Equipment and maintenance contain the costs of resolving the break in (approx. £450) and also the repair of air conditioning and two leaks.
- Overall, the running costs of the Village Hall are running at a good surplus when the costs of projects (sound system and car park drainage) are excluded.
- There is an £840.00 wind fall in “SH Management” relating to the deposit claim on the Owen tenancy of School House.
- There is an overpayment of £390 rent from the new tenancy. This will be corrected next month.
- Overall School House is running at a good surplus.

The cash position is projected to be approximately break even at the end of the year. The operating surpluses will have been spent on project work and on the repayment of the Foulger Trust loan.

(b) The meeting reviewed the bank mandates

The Clerk had been reviewing the changes in banking mandates approved at the last meeting. Lloyds Bank now has much more complex requirements for changing the mandate sometimes requiring new signatories to attend the branch in person to have their identities verified, even if they are an existing Lloyds customer. We currently have three signatories for Lloyds B and 4 signatories for Lloyds A. Janet McMillan has been operating the accounts successfully since May with just these signatories. The clerk therefore recommended that the Lloyds mandates be left as is.

The Virgin mandate would be altered as agreed and the necessary documentation was signed.

2018.42 Foulger Trust Loan Repayments

The Foundation has currently repaid half of the outstanding Foulger Trust loan. On the current repayment schedule, the loan will be repaid on 1st August 2019. Although the Foundation has the available cash to pay off the loan at year end, the Trustees agreed that this would put an unnecessary strain on the reserves.

It was therefore **RESOLVED** to continue with the current repayment schedule and a letter was signed directing Lloyds bank to extend the standing order to 1st August 2019.

2018.43 Update on School House Tenancy

The Clerk reported that the Miles tenancy had concluded successfully and that the property had been left in an excellent condition. Some touching up of the décor was needed but only to address normal wear and tear and settlement cracks. This work had been undertaken by Rachael Maywood. Jim May had also taken the opportunity to clear the Russian vine and basal growth from the trees in the garden. The paths outside the railings of School House and the Village Hall had been cleared of weeds. The Clerk arranged for the testing of the electrics and for the replacement of a chipped sealed unit in the sitting room. This had been overlooked when the refurbishment had been completed.

The property looked excellent by the time Lee Harfield took up his tenancy on 12th October.

The Trustees commented how good the two properties looked and how well they were being maintained. The Clerk pointed out that this was all due to Rachael and Jim, and the Trustees expressed their thanks for this.

2018.44 Other business raised by the Trustees

(a) Emergency Access

Andrew Seaman raised concerns aired at the Parish Council meeting about emergency access to the Village Hall for use as a reception centre in the event of a village emergency. The Clerk explained the current situation. Two emergency access codes are already programmed into the keypad to facilitate emergency access. These codes are known by the caretakers and can be given out over the phone. The Clerk's phone number is publicised as the emergency contact number. Unfortunately, this number is also still used for general enquiries even though it is highlighted as emergency only. A second contact number would be sensible but the Clerk wouldn't recommend the open publication of this number to avoid nuisance calls. One option might be to have a sealed document in the porch dealing with emergency access.

The Clerk was **DIRECTED** to explore options for discussion with Trustees and the Council.

(b) Disposal of rubbish

The Clerk explained the current rubbish and recycling disposal process. The Village Hall bins are emptied for free by the Council but only if they are properly sorted and if we present just one bin a week of each type at the appropriate time. The Foundation pays no council tax or business rates and benefits from a charity exemption. Routine use of the Hall for classes and meetings takes up our full allowance for free disposal. We therefore ask special events to take away their refuse and recycling. If they don't,

then we use commercial waste sacks purchased from ENC for £2.60 a sack. The cost of these sacks plus a surcharge for dealing with them is charged to the hirer. This is clearly explained in the briefing for new hirers and in the booking documentation. Most hirers comply with these requirements.

However, last weekend neither of the functions took any of their rubbish away. 7 commercial sacks were used and charged to the functions.

The Trustees asked for the booking conditions to be strengthened, explaining that failure to comply could result in the loss of the deposit. It was also suggested that notices be placed in the kitchen reminding hirers what they needed to do.

Both of these changes have been put into effect. We will also change the text message sent to hirers with their access code 24 hours in advance. The change will remind them to look at the terms and conditions before entering the building.

2018.45 To agree date of next meeting

The next meeting would be held in January once the annual accounts have been completed.

A handwritten signature in black ink, appearing to read 'ADRIAN DALE', with a long horizontal stroke extending to the right.

Adrian Dale
Clerk to the Trustees
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Melvyn Wooding
Chairman of the Trustees
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